



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 8/28/18	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #18-65
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> staff		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input checked="" type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
8/28/18	SGS met with [REDACTED]	[REDACTED] expressed concerns of possible age discrimination in the [REDACTED] hiring process based on a comment made by another [REDACTED] after [REDACTED] applied and was not invited to interview for [REDACTED] positions in Spring 2018. [REDACTED] is not interested in a filing a formal complaint, but would like EOO's assistance in making sure age discrimination does not affect her application to upcoming [REDACTED] searches in the [REDACTED].
8/28/18	SGS t/c with [REDACTED]	SGS informed [REDACTED] of [REDACTED] concerns, and shared that [REDACTED] desired outcome is to have SGS provide implicit bias training for the search committees for the upcoming [REDACTED] searches in the [REDACTED].
9/26/18	SGS met with [REDACTED]	
10/1/18	SGS t/c with [REDACTED]	

